

## REQUEST FOR PROPOSALS

### **“PREPARE A PLAN TO END CHRONIC HOMELESSNESS FOR THE CITY OF DANBURY (The Plan) AND SURROUNDING HVCEO REGION – DANBURY HOUSING PARTNERSHIP”**

#### **Bid #10-13-14-03 (Rebid)**

On behalf of the Danbury Housing Partnership (DHP), the City of Danbury is inviting the submission of proposals from qualified firms interested in preparing a Plan to End Chronic Homelessness for the City of Danbury and Surrounding 10 Town HVCEO region.

#### **Procedures**

Interested firms are requested to submit three (3) copies of their proposal to the Office of the Purchasing Agent, 155 Deer Hill Avenue, Danbury, CT 06810, during normal business hours by no later than 2:00 PM on Thursday, **October 17, 2013**.

Envelopes should be marked Bid #10-13-14-03 “Proposals – Prepare Plan to End Chronic Homelessness for the City of Danbury and Surrounding Region - Danbury Housing Partnership”

Any questions regarding this RFP should be directed to Sue Zaborowski in writing @ [s.zaborowski@danbury-ct.gov](mailto:s.zaborowski@danbury-ct.gov).

#### **Contract Amount:**

The consultant shall prepare a cost estimate based upon the services requested in this RFP. The Plan to End Chronic Homelessness shall be bid at a firm, fixed price. Meetings with staff, public hearings, and response to comments shall be bid on a fixed price. Please note: full funding for this project is pending.

## **Introduction**

- I. The City of Danbury is experiencing the ailments of a rapidly growing population, a significant number of whom are extremely low and low-income persons who are homeless or living with the constant threat of homelessness. Factors leading to homelessness vary, but include little income, shortage of affordable housing, substance abuse, chronic mental illness, domestic violence, HIV/AIDS and other disability issues.
  
- II. The City of Danbury has developed collaborative groups consisting of housing and service providers that respond to the needs of the region's homeless; these groups are known as *the Danbury Housing Partnership*, *the Continuum of Care (CoC)* and the **Point of Entry (Association of Religious Communities/ARC)**. These efforts are documented annually in the City of Danbury's Ten Year Plan to End Homelessness, the first of which was completed in January 2006.

Ending chronic homelessness is a primary goal of HUD's homeless assistance programs, and the City of Danbury seeks to develop a plan and strategies to achieve the change necessary to better serve the chronically homeless population.

The City of Danbury will undertake a development of a plan as a framework for effectively addressing how the region can end chronic homelessness by proposing proven and feasible strategies that have worked elsewhere.

## **Proposal Submittal**

### 1. Applicant or Firm Name

- a. The Consultant's/Firm's name, mailing address, e-mail address, and telephone and fax numbers.

### 2. Firm Qualifications

- a. Type of organization, size, professional registration and affiliations. Names and qualifications of personnel to be assigned to this project. This shall include resumes for each key personnel detailing special applicable qualifications.
- b. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
- c. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
- d. Client references from recent related projects, including name, address and phone number of individual to contact for referral. For each reference, describe how the work compares to that proposed.
- e. Discuss your understanding of the geographic area and the general issues faced in the City of Danbury. Please site specific projects or sources for this understanding.

3. Discussion of Project Requirements/Understanding:
  - a. Demonstrate the project schedule, connecting milestones with the scope of work;
  - b. Describe your approach for engaging the participating jurisdictions, to achieve the final goal of Plan adoption by all jurisdictions.
  
4. Approach/Methodology:
  - a. Summary of approach to be taken as it relates to the Scope of Work. If the consultant identifies areas of concern or alternative methodologies that are not mentioned in this request, then such recommendations should be described in the consultant's proposal.
  - b. Describe the number of communality meetings and/or focus groups that will be conducted, at which phases in the project.
  
5. Project Management
  - a. Indication of time frame and/or timetable, along with a target date for each major task, necessary to complete the plan review once a Notice to Proceed is issued.
  - b. Communication skills that include forming successful working relationships and communications with the Ten-Year Plan Subcommittee.
  
6. Qualifications and Preferences
  - Expertise in strategic planning processes as a participant, leader or facilitator (for meetings, focus groups, and community forums)
  - Experience as a facilitator with diverse groups with different levels of understanding the issues
  - Experience in development of written strategic plans with action steps
  - Experience in planning processes that meet the needs of homeless persons through services or shelter; or other direct experience with the target population
  - Experience in statistical/data collection, research and information syntheses
  
7. Fees
  - a. Propose total fixed fees to complete project along with estimates of costs per task. A table indicating assigned personnel, number of hours to be spent, rate/hour, and total cost shall be included. Include a breakdown of all cost items [i.e. hours of work and hourly rate for each type of work, research, planning, group facilitation, writing and reporting], travel and accommodations. City budget shall include all reimbursables.

## **Criteria**

An ad hoc committee comprised of staff representing the City of Danbury and the Danbury Housing Partnership will evaluate proposals. Based on the criteria, the ad hoc committee will review the proposals and select qualified firms for interviews.

Proposals will be evaluated on:

1. The qualifications of the firm, staff and subcontractors.
2. The completeness of the proposal submittal.
3. The responsiveness and comprehensiveness of the proposal with desired contract products.
4. The continuity and schedule of the program of tasks.

If necessary, the committee will interview select candidates.

The Danbury Housing Partnership, and/or the City of Danbury reserve the right to reject any or all proposals.

### **Study Area**

The City of Danbury County is located within Fairfield County. It encompasses 42 square miles.

### ***Danbury, CT Profile***

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- Services represents 35.5 % of the City's economy with Trade and Manufacturing representing 27 and 19.9 percent, respectively.
- According to the CERC profile, the City's population now exceeds 82,000 with an anticipated 1.3% growth anticipated over the next five (5) years.

### ***Danbury, CT Educational Attainment Levels***

*City of Danbury*

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- 30% of adults over age 25 have completed high school diploma
- 20% of adults over age 25 have attended some college.
- 35 % of adults over 25 have a Bachelors or more

### **Scope of Work**

- Help develop relationships with other appropriate providers beyond Danbury to invite as Guest Speakers to the Danbury Housing Partnership, for the purpose of studying Best Effective Practices to alleviate and end chronic homelessness.
- Consult and advise the elected leadership of the DHP and attend group meetings.
- Attend meetings as necessary.
- Collect and synthesize data and information from other sources, including, but not limited to:

- Meetings with potential new partners in ending chronic homelessness. Focus groups/interviews held with homeless persons and other stakeholder groups;
- Meetings held with citizens, community groups, elected officials, etc.;
- Existing data, statistics, and written materials (i.e. CoC applications, Point-in-Time surveys, Consolidated Plans, housing elements and other studies of the homeless and related issues).
- Identify causes of homelessness in the Danbury Count.
- Develop and present a profile of homelessness in the City of Danbury to the DHP.
- Prepare and present a draft of the plan with input from the DHP and present final draft.
- Facilitate the process to ensure community support of the Ten Year Plan.
- Attend City Council and DHP meetings to present adoption of the plan.

The new Plan to End Chronic Homelessness should be comprehensive with respect to the total homeless population and consider all sub-populations. Objectives of the plan are to: (a) clearly define the problem, (b) gain public awareness, (c) mobilize support for innovative solutions, (d) use resources more effectively, and (e) to procure various types of funding. The consultant should organize and compile all information from all subcommittee's of the DHP to cover the following:

#### **A. People**

1. How many homeless people are currently in the Danbury region?
2. How many homeless people are in the Danbury region on average annually?
3. How does our homeless population compare to similar areas?
4. What are the current/projected healthcare needs of the homeless in our community? (mental and physical illness, substance abuse, developmental disabilities?)
5. What are attainable goals to end chronic homelessness?
6. How do we best measure our progress in attaining these goals?
7. What are the best practices or implementation strategies to end chronic homelessness applicable to our community?
8. What is the estimated homeless population annually, over the next nine years and its potential impact on the community, assuming effective plan implementation?
9. What is the projected homelessness population annually over the next nine years and its potential impact on the community, assuming no plan is implemented?

#### **B. Housing**

1. What are our homeless housing needs? Currently? Projected?
2. How many government facilities are being used to house homeless people in the region?
3. How many private homes/shelters are being used to house homeless people?

4. How many total beds are available to homeless people?
5. What facilities are available that could be used to house the homeless?
6. What type of special homeless housing is needed for chronic versus transitional and emergency?
7. What type of coordination exists and what is needed?
8. How do we best involve private housing providers, including apartment owners, and public housing to address homeless concerns and help offer solutions?

### **C. Employment/socio-economic stability**

1. What are the primary factors contributing to homelessness in the area?
2. How does the area's average income/wages impact homelessness?
3. What are the best practices for job training and placement of the homeless?
4. How have business and industrial leaders helped to address the homeless problem in the past?
5. How are business and industrial leaders helping to address the problems now?
6. Do area business and industrial leaders see themselves as stakeholders in helping to end chronic homelessness?
7. Who and how are business and industrial leaders willing to help solve the homeless problem?
8. What do business and industrial leaders require from the government or others in order to provide help in solving problems.
9. What services are available to assist the chronic homeless with employment issues?
10. What type of coordination exists between the Northwest Regional Workforce Investment Boards, Department of Labor (DOL), Department of Social Services (DSS), and Danbury Adult Education system?

### **D. System coordination**

1. What government/private agencies, religious organizations, etc. are providing homeless housing assistance and how many are they serving?
2. What Healthcare systems are providing homeless assistance and how many are they serving?
3. How are homeless people currently defined and tracked in the city/county?
4. What city/county/private systems are working well to end chronic homelessness?
5. What are the inconsistencies in defining and tracking homelessness among various agencies?
6. Where are there gaps in the system that add to the homeless problem?
7. What services are being duplicated? How can duplication of services be reduced, if practical?
8. What other organizations are available and willing to help solve the problem?

9. How do we best mobilize support for Plan implementation?

### **E. Funding**

1. How much funding is required to reach attainable goals for ending chronic homelessness in our community?
2. What is the budget of each local government/private agency currently providing homeless housing assistance?
3. What is the budget of each local government/private agency currently providing homeless healthcare assistance?
4. How can our community best use available resources to end chronic homelessness?
5. What Federal/State grants are available to our community?
6. What other funding sources are available in the private sector to help end chronic homelessness?

### **Deliverables**

The format for all text documents, tables, charts, and illustrations shall be 8 1/2 x 11 vertical. If oversize inclusions are necessary, they shall be 11x17.

Deliverables shall include:

- A. Five (5) copies of the Draft Plan to End Chronic Homelessness.
- B. Five (5) bound copies of the Final Plan to End Chronic Homelessness as approved by the DHP.
- C. One set of CDs in Microsoft Word (version 2003 or higher, properly formatted and include USB flashdrive) with the Final Plan to End Chronic Homelessness Study. The CDs shall also include any appendices, tables, and spreadsheets in databases developed for these studies in Microsoft Excel.
- D. Copy of Power Point presentation to be given to DHP.

Provide one electronic copy in PDF format of the Plan to End Chronic Homelessness Study. This PDF may be placed on, the City, and/or the DHP's website, and shall therefore be formatted to allow website viewing capability.